

**Indiana Housing Finance Authority**  
**HOUSING FROM SHELTERS TO HOMEOWNERSHIP**  
**APPLICATION INSTRUCTIONS**

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COMPLETE APPLICATIONS ARE DUE BY 5:00 PM (Indianapolis Time) IN THE OFFICES OF IHFA ON THE APPROPRIATE DUE DATE. LATE APPLICATIONS OR APPLICATIONS SENT VIA FACSIMILE, EMAIL, OR ON COMPUTER DISKETTE WILL NOT BE ACCEPTED.

**INSTRUCTIONS FOR BINDING YOUR APPLICATION**

One original and all copies (4) of the application should be copied double-sided and separated by lettered tabs. See the Application Table of Contents, page 2, for a list of the order each document should be placed and the contents of each tab. The applications should be bound together with an appropriately sized binder clip. **DO NOT THREE-HOLE PUNCH THE APPLICATION AND PUT IT IN A BINDER OR SPIRAL BIND THE APPLICATION!**

FOR APPLICANTS COMPLETING THIS FORM ON THE COMPUTER UTILIZING MS WORD 2000 or later SOFTWARE: To place an "x" in a box ☐ to indicate your selection, simply double click the box and then select the Default Value labeled "checked" and click "OK."

**INTENT TO SUBMIT FORM**

All legal applicants must complete this form and submit to IHFA by the appropriate deadline. Specific dates and deadlines can be found in the Application Process section of the application package. Failure to provide this form by the appropriate deadline will disqualify an application from consideration for funding during that round.

Section F – Enter the number of units or beds (for emergency shelters, youth shelters, and migrant/seasonal farm worker housing) for each unit type (assisted vs. non-assisted). A non-assisted unit is a unit where the development costs are in no way subsidized with IHFA funds.

Section G – Enter the amount of HOME, CDBG, and/or Trust Fund funds being applied for in this application.

Section H – Applicant requests that an IHFA Allocation Analyst schedule a technical assistance meeting and/or an opportunity to view site where development will be located.

**APPLICATION COVER PAGE**

Applicants for CDBG, HOME, Trust Fund, or a combination of HOME and Trust Fund should complete this application package and indicate on page 1, section D the activity and source(s) of funding for which you are applying. In this section the CHDO-eligible activities under HOME include transitional housing, rental, and homebuyer.

In Section E you should indicate the number of units for all activities except emergency shelters, youth shelters, and migrant/seasonal farm worker housing. These activities should be expressed in number of beds throughout the application.

**APPLICATION TABLE OF CONTENTS**

Fill in the appropriate page number in the blank. Be sure to number all pages of the final application, including attachments and appendices, and put the contents in the appropriate lettered tab. Add additional lines to the Table of Contents if you enclose additional attachments not already listed. Do not delete any of the items listed in the original application form. Use this form as your final checklist to ensure all required documents are enclosed and to order each document for final submission.

**EXHIBIT 1 – APPLICATION SUMMARY**

Section D – A definition of a CHDO-eligible activity can be found in the Appendix B.

Section E – Applicants that are not-for-profit organizations organized under section 501(c)3 and 501(c)4 of the Internal Revenue Code, but not also state-certified Community Housing Development Organizations (CHDOs), must include a copy of their IRS determination letter in Tab D of the application.

Section F – If this award will be used to assist a property not owned by the applicant or subrecipient, complete this section.

**Section G** – Complete this section if your development is a joint venture involving an eligible direct HOME applicant and a for-profit entity. In such cases the legal applicant should be the legal name of the partnership formed by these two entities. Be sure to enclose a copy of the partnership agreement in TAB B.

**Section H** – Entities organized under the State of Indiana must provide their Certificate of Existence that is no longer than 12 months old. If your organization is in need of this certificate, please contact the Indiana Secretary of State.

**Section J** – See Eligible Applicants section for a list of Entitlement Communities and Participating Jurisdictions.

**Section L** – Clearly show the location(s) of the proposed site(s) by highlighting, when possible, on the map in Tab C.

**Section M** – The applicant, subrecipient, or subgrantee must at least have an option to purchase, or a commitment to donate the property that will be assisted with this award included in Tab D. See Appendix V for guidance on requirement for the subgrantee. Site control is not required for all homebuyer, HOC/DPA, and owner-occupied rehabilitation applications.

**Section N** – See Appendix A for further information.

**Section O** – This section does not apply to Trust Fund applicants and organizations applying for HOME or CDBG for the first time. This calculation applies to any award where the proposed applicant, subrecipient, or administrator of the current application has been involved in any of the three aforementioned roles in an open, non-expired IHFA award.

**Section P** – See Threshold Criteria, page 2, for further information.

**Section R** – Has a Foundations award been given for predevelopment activities, to determine the feasibility of this development, or to assess the housing needs of the community served?

**Section S** – Enclose a copy of the applicant’s program guidelines. See Appendix S for further information.

**Section T** – Provide exact or approximate dates for each item.

**Section U** – Ensure that you have completed and included the correct package.

## **EXHIBIT 2 – HOUSING ACTIVITY NARRATIVE**

Provide a very concise description of the development. Indicate whether this is a new undertaking, an extension of an existing one, the location, type of housing activity, goals, etc. Please do not include information that will be provided in other sections of the application.

## **EXHIBIT 3 – PROPOSED LOAN TERMS**

Complete this section for Trust Fund or HOME Rental/Rehabilitation/Refinance applications only.

## **EXHIBIT 4 – CONSTITUENCY SERVED**

**Section A** – list the number of units for each of the three categories within the given AMI levels. An “Eligible-Non-Assisted Unit” is one that meets all the regulatory requirements of the funding source but is not actually financially subsidized by that particular funding source. Sometimes units are indicated as “eligible-non-assisted” for purposes of claiming additional match. See HUD CPD notice #97-03 for additional guidance.

**Section B** – Indicate the targeted populations on this chart and calculate the percentage based on the number of units in the development. Be sure that your client in-take form asks for this information.

If working with the groups indicated is part of the normal course of business for the applicant or subrecipient, a written description is required. If your normal course of business does not include any of the targeted populations, you must provide a letter of cooperation from an organization that provides services for such persons where they agree to refer individuals/families to the housing activity.

**Section C** – *Current applicants*: number of units and people on the waiting list for this proposed housing activity. *Anticipated Beneficiaries*: number of units and people that you anticipate serving as a result of this award.

## **EXHIBIT 5 – DEVELOPMENT CHARACTERISTICS**

**Section A** – (1) Each unit must contain the design feature for in order to receive points in this category.

(2) Fill in areas relevant to your development (new construction/rehabilitation-substantial/rehabilitation-other alterations). These accessibility requirements apply to the total number of units, not just assisted units.

Section L – Only applicable for HOC/DPA programs. If the applicant does not provide IDAs, enclose an agreement with the agency providing the IDAs indicating their willingness to give preference to the beneficiaries of this housing activity.

Section M – Services receiving points in other categories do not count toward the points in this category.

#### **EXHIBIT 6 – SOURCES OF FUNDS**

Section B – Do not include the value of any IHFA HOME funds provided in this section.

Section C – Do not include value of homebuyer contribution or the amount they contributed towards the Home Savings Program.

Section D – Include current request to IHFA in this section. Exclude any amount of HOME amortized loan for Rental/Rehabilitation/Refinance. This amount should go in Section A.

Section H – Subtract number from Exhibit 8, Line 5 under Hard Costs from the total in Section G.

Section J – This section is for indicating any in-kind donations that go toward the development of the units and not the operation of the units following construction, such as with a rental or emergency shelter development.

#### **EXHIBIT 7 – OTHER PROJECT SOURCES OF MATCH**

Section A – See Appendix R for further information.

Section B – This section is for indicating any in-kind donations of supportive services provided to the beneficiaries of the housing development.

Section D – Your amount of banked match being claimed should be verified by your IHFA Compliance Specialist to ensure accuracy.

Section G – (1) Single site developments will use either the population of the city or town. Scattered site or county-wide development should use the population of the entire county.  
(3) See Appendix R for further instructions.

#### **EXHIBIT 8 – PROJECT USES OF FUNDS**

Total should agree with Application Cover Page, #F and Exhibit 6, Section K. There is an Excel spreadsheet that will do the calculations for you. It can be downloaded from IHFA's website at <http://www.indianahousing.org>.

#### **EXHIBIT 9: BUDGET LIMITATIONS**

**All CDBG:** The sum of CDBG funds budgeted for administration, program delivery, and environmental review may not exceed 20% of the total CDBG award.

**CDBG – Emergency shelters, youth shelters, and transitional housing:** The amount of CDBG funds budgeted for operating costs cannot exceed 15% of the award or \$50,000, whichever is less.

**All HOME (except HOC/DPA):** HOME funds budgeted for administration may not exceed 5% of the total HOME award. HOME funds budgeted for developer's fee may not exceed 13% of the HOME award. HOME funds budgeted for administration, program delivery, environmental review, and developer's fee combined may not exceed 20% of the total HOME award.

**HOME Homebuyer:** HOME funds budgeted for homeownership counseling of assisted units may not exceed \$1,000 per unit.

**HOME Rental/Rehabilitation/Refinance Only:** HOME funds budgeted for rehabilitation must equal at least 51% of the HOME award.

**HOME HOC/DPA:** For HOC/DPA applications only, HOME funds budgeted for administration may not exceed 5% of HOME award. HOME funds budgeted for homeownership counseling may not exceed 15% of the HOME award. HOME funds budgeted for Client Related Services and Lead Hazard Testing may not exceed 1% of the HOME award. HOME funds budgeted for Program Delivery (items 1-9) may not exceed 1% of HOME award.

*HOC/DPA applicants proposing to do minor accessibility modifications only:* HOME funds budgeted for rehabilitation divided by the number of assisted units may not exceed \$6,000. (This is a per unit limitation and not an average limit.)

**TRUST FUND Only:** The amount of Trust Fund budgeted for program delivery may not exceed 20% of the total request. Amount of previous Trust Fund awards for this development plus the current request amount may not exceed \$500,000.

**All RENTAL Requests:** Funds budgeted for operating reserves (non-HOME or CDBG) divided by the monthly debt service amount must be at least 4.

#### **EXHIBIT 10: MARKET FACTORS**

Section A – See Appendix D for a list of Qualified Census Tracts.

Section B – See Appendix E for factors for your county or counties. Applications serving multiple counties should average the scores of all counties and round to the nearest whole number.

Section E – See Appendix O for a list of points assigned to each county.

#### **EXHIBIT 11: ORGANIZATIONAL CAPACITY**

Section D – (2) The applicant must provide either audited financial statements or tax returns to receive points in this category.

Section F – Applicants, subrecipients, or administrators should refer to the monitoring letter sent to them by their Compliance Specialist to determine their score in this category.

#### **EXHIBIT 12: READINESS TO PROCEED**

#### **EXHIBIT 13: LOCAL NOTIFICATION AND/OR SUPPORT**

##### **Sample Letter of Notification**

Date

Chief Elected Official

Address

City, State Zip

Salutation:

I am writing to inform you that the (APPLICANT) is applying to the Indiana Housing Finance Authority on (APPLICATION DUE DATE) for (CDBG/HOME/TRUST FUND) funds in the amount of \$(GRANT/LOAN REQUEST) for the (DEVELOPMENT TYPE/NAME). (NAME) will serve as subrecipient/award administrator on this development.

This development will result in (NUMBER OF UNITS) of (ACTIVITY TYPE) housing to be located in (DEVELOPMENT CITY/TOWN/OR COUNTY). This development will target the housing needs of the (SPECIAL NEEDS POPULATIONS TO BE TARGETED).

Feel free to call me at (APPLICANT'S PHONE) if you have any questions about the development. If you have any comments regarding our application, you can forward them in writing to:

Allocation Manager  
Indiana Housing Finance Authority  
30 South Meridian Street, Suite 1000  
Indianapolis, IN 46204

Sincerely,

APPLICANT'S CHIEF EXECUTIVE OFFICER  
APPLICANT'S NAME

#### **Exhibit 14: MBE/WBE**

## **EXHIBIT 15A-B – DISPLACEMENT ASSESSMENT**

All applicants must complete this section, even if no displacement is anticipated. See Appendix C for further information.

## **EXHIBIT 16 – DAVIS-BACON ASSESSMENT**

Any contract for the construction or rehabilitation of affordable housing with 12 or HOME assisted units or eight (8) or more non-scattered site housing units assisted with CDBG funds must contain a provision requiring that wages paid to all laborers and mechanics be not less than the prevailing wage of the locality, as predetermined by the Secretary of Labor. In addition, such contracts are subject to the overtime provisions of the Contract Work Hours and Safety Act. Additional labor standards regulations may also apply to rental developments, youth shelters or emergency shelters.

The Davis-Bacon Act requires that workers receive no less than the prevailing wages being paid for similar work. Prevailing wages are computed by the Department of Labor and are issued in the form of a federal wage decision for each classification of work. **Applicants that are undertaking activities that are subject to Davis-Bacon wages are required to get a wage determination from their IHFA Compliance Specialist prior to application submission.**

Davis-Bacon wage rate provisions apply when CDBG or HOME funds are involved with equipment purchases that require installation and installation involves “more than an incidental amount” of construction work. Davis-Bacon wage rate provisions do not apply to equipment purchases where the cost of installation is only an incidental amount of construction activity.

Wage provisions apply to all construction, alteration or repair contracts over \$2,000 **except** for:

- (a) Contracts for rehabilitation or new construction of a residential property containing less than twelve (12) HOME-assisted units or less than eight (8) units in a CDBG undertaking. Such property may be one building or contiguous buildings owned and operated as a single development.
- (b) Apprentices may work at less than the prevailing rates, if they are registered in a bona fide apprenticeship program approved by the Department of Labor through its Bureau of Apprenticeship and Training or recognized State Apprenticeship Council. Apprenticeship certificates or documentation must be supplied by contractors with payroll forms.
- (c) Trainees may be permitted to work at less than prevailing rates, if they are employed under a program that has been approved by the Department of Labor.
- (d) Force account employees of a state or political subdivision (other than a public housing agency), including situations where one political subdivision contracts with another using such employees, may work at their standard rate of pay, even if less than prevailing wage rates.

Please note that residential developments of five or more stories are subject to a commercial Davis-Bacon wage decision. Public facilities (such as emergency shelters) and developments of less than five stories that involve significant commercial development may also be subject to the commercial wage decision. All other residential developments should be subject to the residential wage rates. However, it is important to request a wage decision early in the planning stages of development in order to estimate the financial impact of the Davis-Bacon wages.

## **EXHIBIT 17: CITIZEN’S PARTICIPATION REQUIREMENT – FOR CDBG APPLICATIONS ONLY**

According to 24 CFR § 570.486, the CDBG applicant must:

1. Provide for a minimum of two (2) public hearings, each at a different stage of the program, for the purpose of obtaining citizens’ views and responding to proposals and questions.
  - a. Together, the hearings must cover community development and housing needs, development of proposed activities, and a review of program performance.
  - b. The public hearing covering these community development and housing needs must be held before submission of an application to IHFA and must provide citizens an opportunity to comment on the activities proposed in the application. The legal notice and hearing must address the current CDBG request. For example, if an applicant applies during a funding round but receives no funding, they must republish and hold a new hearing for any subsequent application submittal.

- c. The hearings must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities.
  - d. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.
  - e. The second public hearing reviewing of program performance must be completed prior to closing out a CDBG award.
2. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within fifteen (15) working days where practical.
3. Under Indiana Code (I.C. 5-3-1-2 (B)), there must be a minimum of one legal notice in the newspaper of general local circulation at least ten (10) calendar days prior to each scheduled public hearing. To count the ten days, do not count date of publication, but do count the day the hearing is held.
  - a. For example:
 

Date of Notice Publication:	1/1/00	(Begin counting on 1/2/00)
Date of Public Hearing:	1/11/00	(or later)
  - b. The notice must at a minimum:
    - Encourage citizen participation by listing the date, time, and location of the public hearing.
    - Describe the purpose of the meeting and the proposed housing activity.
    - Indicate whom the applicant is, where the applicant is applying for funding, and the source of the funding (i.e., Community Development Block Grants).
    - Provide contact information for additional questions or concerns.
  - c. A sample legal notice is provided below. Applicants are strongly encouraged to use this language.

On or about (date), the (applicant) intends to apply to the Indiana Housing Finance Authority for a grant from the State Community Development Block Grant Program. This program is funded by Title I of the Housing and Community Development Act of 1974, as amended. These funds are to be used for economic development, public facilities, and housing developments. The purpose of this application shall be for (summary of proposed development).

The (applicant) will hold a public hearing on (date), at (time), in (place) to provide citizens an opportunity to express their views on community development and housing needs, past community development and housing activities, and the proposed (development description) development. In the previous year(s), (list past years), the (applicant) has received Community Development Block Grant funds for the following activities:

\_\_\_\_\_ .

Records regarding the accounting of these beneficiaries and funds are available from (person - address). Interested citizens are invited to provide comments regarding these issues either at the public hearing or by prior written statement. A plan to minimize displacement and provide assistance to those displaced has been prepared and is available to the public. The application will be available for review and comment on (date) .

Information concerning the proposed development may be obtained from (person - telephone) from (time) to (time) on (days) .

The Citizens' Participation Report must be completed and submitted with the application. In addition, a publisher's affidavit with an original copy of the legal notice, minutes of the hearing, list of attendees, copies of any comments or complaints received, and copies of responses to any comments or complaints must be provided with the application. The original publisher's affidavit may be submitted after the application due date, but must be received by the IHFA no later than fourteen (14) days after the application due date.

## **EXHIBIT 18: CHDO LOW INCOME CITIZEN'S PARTICIPATION REPORT – CHDO-ELIGIBLE PROJECT APPLICATIONS ONLY**

CHDOs were required to stipulate in their CHDO certification checklist how they would solicit input from low- and moderate-income citizens for all CHDO developments that they undertake. CHDO applicants doing CHDO-eligible developments must indicate how they fulfilled this requirement for this development on this form.

CHDOs are required to recertify with every application for HOME CHDO funds that they continue to meet all the requirements of being a CHDO.

## **EXHIBIT 19 – AFFIRMATIVE MARKETING PROCEDURES**

The applicant must provide one original signed version of this document with their application.

## **EXHIBIT 20A&B– RESOLUTION FOR APPLICATION SUBMITTAL AND LEVERAGE/MATCHING FUNDS**

All applicants of Community Development Block Grants or HOME Investment Partnership funds must attach an original resolution adopted by their governing body or board of directors. The resolution must address the current CDBG or HOME award request. For example, if an applicant applies during a funding round but received no funding, a new resolution must be adopted by the applicant's governing body for any subsequent application submittals. A sample resolution for both CDBG and HOME applications is found in Exhibit 19A & B. In general all resolutions must contain each of the following:

- a. Authorize submission of the application;
- b. Authorize at least the minimum dollar amount of the leverage/matching funds being committed to the program/development;
- c. Commit the applicant to provide the required leverage/match amount, even if leverage/match is to be provided through an outside source. The legal applicant is ultimately responsible for the leverage/match liability and MUST commit to the liability through this resolution; and
- d. State the anticipated source of the leverage/match.

## **EXHIBIT 20C – BORROWING RESOLUTION FOR LOW INCOME HOUSING TRUST FUND LOAN APPLICATIONS**

All applicants for Low-Income Housing Trust Fund loans must pass a resolution by their governing body authorizing submission of the loan application. The resolution must address the current Trust Fund request. If an applicant applies during a funding round but received no funding, a new resolution must be adopted by the applicant's governing body for any subsequent application submittals.

## **EXHIBIT 21A-C – ASSURANCES AND CERTIFICATIONS INSTRUCTIONS**

All applicants are required to submit an **original, fully executed** Assurances and Certifications for the applicable funding source for each application. If the application is a resubmission of a previous unfunded application, a new Assurances and Certifications must be executed for the new application. Since submission requirements differ slightly for Community Development Block Grant, HOME Investment Partnership Funds, and Low Income Housing Trust Fund applications, three separate sets of forms have been provided. It is important that application preparers submit the correct set of forms (i.e., CDBG, HOME, or Trust Fund) with the application packet.

Applicants that receive CDBG, HOME, or Trust Fund funding are bound by the content of the Assurances and Certifications. Therefore, applicants should seek the guidance of their legal counsel and should be familiar with the Assurances and Certifications prior to signing this exhibit and submitting an application to IHFA.

The Assurances and Certifications must be signed by the chief elected official of the local unit of government or the legally authorized signatory of a not-for-profit organization, CHDO, or public housing authority. The signature must be attested to.

## **SELF-SCORE SHEET**

Be sure to read the Scoring Summary before completing this form.